



LISA M. GARRETT
DIRECTOR OF PERSONNEL

COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2606 FAX (213) 621-0387

BRANCH OFFICE
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010
(213) 738-2211 FAX (213) 365-2080

June 29, 2011

To: Audit Committee

From: Lisa M. Garrett
Director of Personnel 

Subject: **REVIEW – BOARD POLICY NO. 9.160 – WORKFORCE
REDUCTION**

In response to a March 23, 2011 request from the Executive Office, attached is the completed sunset review recommendation for Board Policy No. 9.160, *Workforce Reduction*.

The Department of Human Resources recommends that this policy remain in effect as written with an extended sunset review date of four years to June 19, 2015. If you have any questions, please contact Marion C. Figueroa, Senior Human Resources Manager, at (213) 351-8945.

LMG:SKT
MLH:MCF:ss

Attachment

I/BOS 9.160 Workforce Reduction memo 6.29.11



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
9.160	Workforce Reduction	06/21/95

(See also [3.080](#), [5.110](#) and [9.170](#))

PURPOSE

Instructs the Director of Personnel to coordinate and enhance the County's efforts to find alternative placement for County employees who may be subject to layoff.

REFERENCE

June 21, 1995 [Board Order, Synopsis 6](#)

April 25, 1995 Director of Personnel's memorandum to all Department Heads, "[DHR Coordination of Workforce Reduction](#)"

July 25, 1997 County of Los Angeles, Department of Human Resources Policies, Procedures, and Guidelines No. 1030 "[Workforce Reduction Management Guidelines](#)"

POLICY

The Director of Personnel shall coordinate and enhance the County's ongoing efforts to find alternative placement for County employees subject to layoff by implementing and/or continuing the strategies described in the April 25, 1995 memorandum to all Department Heads, "DHR Coordination of Workforce Reduction." All layoffs shall be conducted in accordance with the procedures and requirements set forth in the Civil Service Rules, collective bargaining agreements with employee unions, the June 21, 1995 Board Order, Synopsis 6, and the "Workforce Reduction Management Guidelines" issued by the Director of Personnel.

RESPONSIBLE DEPARTMENT

Department of Human Resources

DATE ISSUED/SUNSET DATE

Issue Date: June 21, 1995

Review Date: July 17, 2003

Review Date: July 19, 2007

Review Date: June 6, 2011

Sunset Date: June 21, 2003

Sunset Date: June 21, 2007

Sunset Date: June 19, 2011

Sunset Date: June 19, 2015